



## **ADMINISTRATIVE PROCEDURES FOR IMPLEMENTING PERMIT PARKING DISTRICTS**

### **1. Petitioning the City for a Permit Parking District**

- a. Petitions for permit parking are available from the City Clerk or from the Department of Public Works.
- b. Before circulating the petition, citizens should consult with the Chief of Traffic and Transportation to develop logical boundaries for the proposed parking permit district.
- c. Unless otherwise stated, effective hours for permit parking districts shall be from 8 a.m. to 5 p.m., Monday through Friday. The City may grant exceptions as described below.
- d. Resident representatives will circulate the petition within the proposed permit parking area. Any resident 18 years of age or older is eligible to sign the petition and will represent the approval of his/her respective household.
- e. Completed petitions will be returned to the City Clerk's office.

### **2. Validation of Petitions**

- a. The Chief of Traffic and Transportation, in consultation with the Police Department as necessary, will perform validation of the petition. Petitions that are based on boundaries that are gerrymandered, or otherwise manipulated to make posting or enforcement difficult will be declared invalid. To be declared valid, the petition must be signed by at least 51% of the households in the affected area.

3. New Districts and Modifications Affecting More than 15 Homes

- a. Once the petition is declared valid, the City Clerk will schedule the matter for public hearing before the Mayor and Council.
- b. A public notice will be published in a newspaper of general circulation giving the date of the public hearing and the boundaries of the proposed permit parking district.
- c. The City Clerk's office will notify all property owners, by letter, within the proposed district and affected neighborhood associations.
- d. Newspaper and letter notice will be given at least 14 days prior to the date of the public hearing.
- e. Prior to the public hearing, the Chief of Traffic and Transportation, in consultation with the Police Department, will make recommendations regarding the proposed district and estimate the quantity and cost of materials (sign blanks, sign posts, and permits) needed.
- f. As a result of the public hearing, the Mayor and Council will approve or disapprove by resolution, within sixty days, the establishment of the permit parking district.
- g. If approved, the City Manager will authorize the installation of appropriate regulatory signs via Traffic Order.

4. Modification to Districts Affecting 15 Homes or Fewer, or Affecting Hours of Operation Only

- a. Once the petition is declared valid, the Chief of Traffic and Transportation will notify all residents or households within and directly contiguous to the proposed modification area. For proposed modifications affecting hours of operation only, notification of households in areas contiguous to the affected area is not required.
- b. From the date of notice, at least 15 days will be given to provide comment.

- c. Following the comment period, the Chief of Traffic and Transportation, in consultation with the Police Department, will recommend approval or disapproval of the modification.
- d. The City Manager will approve or disapprove the modification and as appropriate, authorize the installation of regulatory signs via Traffic Order.

5. Preparation of the Permit Parking District

- a. The City will install the required number of signs needed to achieve proper enforcement within the district. For zones in excess of 200 feet in length, additional signs with a double arrow will be placed at intermediate points.
- b. Once a district is approved and signs are posted, there will be a 30-day warning period from the time the signs are posted before fines are levied (in order to give sufficient time to residents to secure their permits).

6. Description, Distribution and Duration of Parking Permits

- a. Once the permit parking district has been approved, the Police Department will notify all residents within the newly established district and provide an application form for parking permits. This application form must be returned in person or by mail to the Police Department with information on residence, vehicle registration, and vehicle license number. The parking permit can then be directly issued to the citizen at a cost of \$10 per permit.
- b. The City will use permits of different colors for fixed five-year periods. The permits sold later will be pro-rated for each year. For example, a permit sold during the third year would cost \$6.00; one sold during the fifth year would cost \$2.00.
- c. Files are maintained in the Police Department listing all appropriate information on valid permits. These lists are distributed to Police Officers for enforcement purposes.
- d. A valid parking permit must be displayed in the vehicle inside the lower left corner of the rear window (directly behind the driver). This sticker location inside the motor vehicle reduces

theft potential. Convertibles and station wagons with adjustable back windows are not exempt from displaying the permit when parked in a permit-parking district.

- e. In the event that:
  - i. a vehicle's license plate number changes; or
  - ii. a new motor vehicle is purchased; or
  - iii. the permit is lost, stolen or vandalized, or the vehicle is sold, the owner of the vehicle will be provided with a new permit, and the old permit will be voided.

7. Visitors

- a. Two visitor permits shall be issued to each household located within a permit-parking district, which may be used only on motor vehicles of persons visiting the household.
  - b. Additional visitor permits are available, free of charge, for medical or other emergency services using unmarked vehicles. Requests for such additional permits must be made by the resident, and should be accompanied by appropriate documentation.
  - c. The use of a visitor pass by any individual residing within a household of a parking permit district for any purpose beyond that for which the visitor pass is issued shall be subject to a \$100.00 fine for the first offense, \$100.00 for the second offense, and he/she will lose the right to have a parking permit for one full year for the third offense.
8. Marked service vehicles, which are engaged in business to a household, are exempt from needing a parking permit.
9. A \$25.00 fine will be levied against the owner of any motor vehicle parked in a permit-parking district during the prohibited hours not displaying a valid parking permit or visitor pass.